

## Setting a Google document as homework

It is simple to set a Google Document as homework in Frog:

- Click on the big **+** (**plus**) button and choose **Assignment**
- In the New Assignment Wizard:
  - Give your homework a **title** – this makes identifying it easier later on
  - Select your **subject**
  - Add any general **instructions**
  - Set your **hand-in date**
  - Then select your **class**.

In other words, to assign a Google document, you start in the same way you do for any type of homework. When you're ready:

- click **Next**
- On the Activities screen, you can now choose all the usual activities in Frog, but this video is about Google Documents, so let's select **Google Activity**.

The wizard updates to this view and you now need to choose which Google Document to use:

- Click on **FrogDrive**

FrogDrive opens with the view limited to my Google Drive. From here, I can preview and amend any existing documents, or create new ones:

- **Single-click to select** the document you want to assign
- Click **Use**

The view switches back to the Wizard and now there's one last step. You have to choose:

- **Everyone collaborates** - whether your students all access the same document
- **Everyone gets their own copy** – the document is duplicated for each student.

In both cases, Frog handles the Google sharing. If I just wanted students to view the document, without being able to edit it, I wouldn't set a Google activity. I'd add the document using the Resources section. Frog still handles the sharing for me.

And of course, you can add more activities to a single homework.

## Setting a Google document as homework (cont.)

For students, the homework appears in Frog just like any other homework. When they open the homework, they will see the Google document embedded.

To edit the document, they will need to click on Open in Google. This allows them to make changes to the document. Of course, being Google, these changes are tracked. As the teacher you can view the Version History – which can be handy if the students are completing work over time.

Once the students have finished their work, they hand-in in the usual Frog way:

- Closing the Google browser tab.
- On returning to Frog, the Google document reloads with their changes.
- They Submit the Activity – this is a feature allowing for multiple activities on one homework
- Then, they click Hand-In

At this point, something quite clever happens. Frog updates the permissions on the Google document, setting the student's access to View only. This prevents students making further changes to their homework – something which can be useful with Google documents, given the ease of editing usually.

Once submitted and handed-in, you can edit and mark up the document as you wish.

### **Note:**

One thing to note though, students have View access only. So they cannot see Comments.

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There's one last element to cover. Where the documents live.

When you assign a document using Everyone gets their own copy, Frog creates a folder called Frog in your Google Drive. In there, you will find a folder called Assignments, and within that folder, you will find folders for each subject you have assigned, then class then a folder for each student and finally, a folder for each Google homework you have set.

This is an alternative view onto your Google work. This access is quite useful should you wish to share folders or documents with another member of staff or view the work students have started but not submitted.

By storing the files within your Google Drive, you can also take advantage of Search Drive. Which is probably quicker than clicking through the folder tree.